



## **Missouri Department of Elementary and Secondary Education**

— *Making a positive difference through education and service* —

March 2008

Dear School Administrator:

As part of our quality-assurance efforts for the Missouri Assessment Program (MAP), Regional Instructional Facilitators (RIFs) will again this spring visit schools and meet with the district test coordinator, the building administrator and a few teachers to ask questions about the administration of MAP. This information will be used to identify strengths and weaknesses concerning the annual training for MAP administration. Feedback will also assist us with the development and outline of next year's Test Coordinator's Manual and Examiner's Manual.

The RIFs will contact the test coordinator of your district to obtain a copy of the MAP testing schedule(s). They will use the enclosed forms to collect information about the test administration. If your district is not one of those selected for a visit, you are still welcome to use these forms to collect information that may assist you with issues associated with local test administration.

The RIFs will not disrupt the testing process nor inconvenience your staff during their visit. They will coordinate with the superintendent and building administrator prior to meeting with any other district personnel.

I appreciate your assistance in accommodating the RIFs if they come to your district. If you have any questions about these quality-assurance efforts, please call the Assessment Section at 800-845-3545.

Sincerely,

A handwritten signature in cursive script that reads "Stan Johnson".

Stan Johnson  
Assistant Commissioner

Attachments

c: Curriculum Section  
Assessment Section  
MAP Regional Instructional Facilitators  
RPDC Directors  
Area Supervisors of Instruction